

**Senate Standing Committee on Education and Employment**

**QUESTIONS ON NOTICE  
Supplementary Budget Estimates 2014-2015**

**Agency - Safe Work Australia**

**Department of Employment Question No. EM1366\_15**

**Senator Ludwig provided in writing.**

**Question**

**SWA - Communications staff**

1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following: 2. How many ongoing staff, the classification, the type of work they undertake and their location. 3. How many non-ongoing staff, their classification, type of work they undertake and their location 4. How many contractors, their classification, type of work they undertake and their location 5. How many are graphic designers? 6. How many are media managers? 7. How many organise events?

**Answer**

- 1) In relation to public relations, communications and media staff:
- 2) As at 31 October 2014, Safe Work Australia had 6.1 full-time equivalent (FTE) ongoing staff members, located in Canberra, undertaking the following communications activities:
  - development and implementation of communication and engagement strategies and the provision of strategic communications advice
  - media management, liaison and monitoring
  - collaboration on communication and engagement projects with Commonwealth, state and territory work health and safety and workers' compensation authorities; business, industry and union groups
  - design, development and maintenance of online services (Internet and Intranet)
  - publication design and print management
  - management and evaluation of speaker and sponsorship requests, and
  - management of national events and awareness initiatives.

Classification	Number (FTE)
EL1	1.8
APS6	2.6
APS5	1.7
TOTAL	6.1

- 3) Nil.
- 4) Nil.
- 5) Safe Work Australia has one part-time ongoing graphic designer at the APS 5 level.

- 6) Safe Work Australia has no media manager. The management of responses to media enquiries is shared.
- 7) Three staff members at the APS6 and APS5 level are involved in organising events but they also undertake a range of other communications and engagement activities.